

# CALIFORNIA STATE UNIVERSITY, LONG BEACH

## COLLEGE OF ENGINEERING

### CONSTITUTION

THIS DOCUMENT WAS REVISED AS FOLLOWS:

Engineering Faculty Council on **14 April 2004**

COE Constitution Committee on **14 April 2004**

Regular Full Time Faculty on **28 April 2004**

#### PREAMBLE

**T**he laws of the State of California, the regulations and policies of the California State University and California State University, Long Beach, and collective bargaining agreements shall override any provisions of this Constitution with which they are in conflict.

Hereafter, "System" shall refer to the California State University; "University" to California State University, Long Beach; and "College" to the College of Engineering.

## ARTICLE 1 Faculty

- 1.100 The Faculty of the College is composed of the Regular Full Time Faculty and the Lecturer Faculty.
- 1.200 Regular Full Time Faculty shall consist of those tenured and probationary members of the Faculty of California State University, Long Beach (as defined by the Constitution and Bylaws of the Faculty of California State University, Long Beach) holding appointments in the College.
- 1.300 Membership in this body shall not lapse because of leave of absence, emeritus status or administrative assignment. Prior to full retirement, members in the Faculty Early Retirement Program or the Pre-Retirement Reduction in Time Base program shall have all voting rights and privileges afforded by this document, and all other relevant policies.
- 1.400 Powers of the Regular Full Time Faculty
- 1.410 The Regular Full Time Faculty shall act on all matters specifically delegated to the Faculty of the College by System or University Policy and all matters delegated to it in this Constitution.
- 1.420 The Regular Full Time Faculty shall advise the Dean on matters concerning the general welfare of the College.
- 1.430 The Regular Full Time Faculty shall take no action that abridges the autonomy of any department, except as the interests of the College are clearly of overriding concern.
- 1.440 The Regular Full Time Faculty may if necessary, after duly informing the Dean, present to the Academic Senate, Vice Presidents, Provost, or the President of the University, all matters regarded as of general concern to the welfare of the College and/or of the University.
- 1.450 Regular Full Time Faculty may establish committees and define their duties.
- 1.500 The Lecturer Faculty shall consist of the full-time and part-time temporary employees holding employment in the College. An Eligible Lecturer is defined as one who has taught at least 12 WTU the academic year prior to service and is teaching during the year of service.
- 1.600 The Engineering Faculty Council, as defined in Article 6 of this Constitution, shall act on behalf of the Faculty on matters delegated to it by this Constitution or University Policies and any other matters subsequently delegated by majority vote of the Regular Full Time Faculty.

## ARTICLE 2 Structure of the College

- 2.100 The Dean of the College shall be a member of the Regular Full Time Faculty of the College and is the administrative head of the College as defined by appropriate University policy.
- 2.200 Associate Dean(s) shall have retreat rights to a Department within the College, and shall serve at the pleasure of the Dean.
- 2.300 The Departments of the College shall be those in effect or approved at the time of the adoption of this Constitution and such other Departments as created, revised and/or merged in accordance with University Policy.
- 2.400 Other administrative offices or positions may be established by the Dean after consultation with the Engineering Faculty Council.
- 2.500 The Engineering Faculty Council shall be the representative body of the Faculty when the Faculty is not meeting.

## ARTICLE 3 Dean

- 3.100 The duties of the Dean are specified by University policy.
  - 3.110 The Dean shall be responsible for developing and maintaining an academic and administrative environment conducive to the achievement of the highest standards of student scholarship and Faculty Teaching Effectiveness; Scholarly, Professional and Creative Activities; and University and Community Service.
  - 3.120 The Dean shall facilitate communication among the College representatives on the Academic Senate, College representatives on University councils and committees, and members of the Engineering Faculty Council, by providing timely information and assistance with such activities as arrangements for meetings, filing, and clerical and other support, as may be deemed useful.
  - 3.130 The Dean's Cabinet shall be the primary advisory body to the Dean in budget and operational matters. The Dean's Cabinet shall be composed of the Dean and Associate Deans, Department Chairs, the College Financial Officer, and others designated by the Dean.
  - 3.131 Selection of Dean

Applicable University Policy shall govern the selection of the Dean of the College.

#### ARTICLE 4 Associate Deans

- 4.100 The duties of Associate Deans shall be defined in consultation with the Engineering Faculty Council and shall be publicly announced by the Dean of the College.
- 4.200 The selection of Associate Deans shall be in accordance with University policy and Article 2.200 of this Constitution.

#### ARTICLE 5 The Departments of the College

The autonomy of the Departments of the College shall not be abridged except when the interests of the College are clearly of overriding concern.

- 5.100 The duties of the Department Chairs are specified by University Policy.
- 5.200 Each Department and its duly constituted committees shall have access on all formal matters to the Dean and Associate Deans, the Engineering Faculty Council and the College committees through its Chair.
- 5.300 The Departments may initiate hiring requests and job descriptions of academic and non-academic personnel to be hired in compliance with current System, University and College policies, and collective bargaining agreements.
- 5.400 Each department shall conduct its own affairs in a manner that complies with current System, University and College policies, and collective bargaining agreements.
- 5.500 Each Department shall elect the committees mandated by current System, University, and College policies, and collective bargaining agreements.
- 5.600 Other standing and ad hoc committees may be formed by departmental action.
- 5.700 Each department shall be free to develop rules, procedures, and policy documents relating to its governance, and the selection of its committees, Chair and other officers, consistent with current System, University and College policies, and collective bargaining agreements. All department policy documents shall be reviewed by the Engineering Faculty Council for conformance with College policy.

## ARTICLE 6 Engineering Faculty Council

### 6.100 Composition of the Engineering Faculty Council

6.110 The number of Council members from each department is determined from the FTEF generated by the department in the Fall semester preceding the election, according to the following: One (1) member for ten (10) or fewer FTEF; two (2) members for eleven (11) to thirty (30) FTEF; three (3) members for thirty-one (31) or more FTEF.

6.120 One Eligible Lecturer elected at large.

6.130 The Dean and Associate Deans of the College, the Academic Senators from the College, the CFA representative from the College, the President of the Associated Engineering Student Body, and the Department Chairs shall be ex-officio, non-voting members of the Council.

6.140 The Council shall elect its own Chair, Vice Chair and Secretary from among its elected members. These officers shall constitute the Rules Committee of the Council, which shall be responsible for formulating the agenda for Council meetings.

6.150 The outgoing Rules Committee shall call an Engineering Faculty Council Organizational Meeting as soon as feasible following the election of new Council members in the Spring semester for the purpose of electing Council officers for the following academic year. Elections shall be by a majority of the votes cast by secret ballot.

6.160 The officers of the Council shall assume office at the beginning of the Fall semester.

6.170 In case the office of Chair becomes vacant, the Vice Chair shall assume the office of the Chair.

6.180 In case the office of Vice Chair or Secretary becomes vacant, the Council shall fill the office as soon as possible.

6.200 The Council shall determine the time and place of its meetings and shall publish the agenda and minutes of its meetings to the Faculty of the College. The Chair may call extraordinary meetings and is responsible for notifying the Council members.

6.210 For Engineering Faculty Council meetings, a simple majority of the elected members of the Council shall constitute a quorum.

6.300 The Dean and Associate Deans shall provide to the Council, upon request, materials relevant to matters before the Council, consistent with current System, University and College policies, and collective bargaining agreements.

- 6.400 The Council shall not interfere with the autonomy of any department except where the interests of the College, as determined by the Council and the Dean are of overriding concern. In such cases the Department chair shall provide to the Council, upon request, materials relevant to matters before the Council to which the Chair has access, consistent with current System, University and College policies, and collective bargaining agreements.
- 6.500 The Council shall advise the Dean on collegewide instructional matters in accordance with the instructional functions of the College. Instructional matters include—but are not limited to—regular, extension, computer-aided, Internet and televised instruction.
- 6.600 The Council shall advise the Dean on collegewide research matters in accordance with the research functions of the College.
- 6.700 The Council shall advise the Dean on collegewide resource allocation matters.
- 6.800 The Council shall serve as the nominating committee for elected College representatives to University committees, councils and the Academic Senate. Nominations may also be made from the floor at a meeting of the Faculty of the College.
- 6.900 College policies shall be approved by majority vote of the Regular Full Time Faculty after receiving the recommendation of the Engineering Faculty Council. The policies shall be consistent with current System and University policies, collective bargaining agreements, and this Constitution.
- 6.1000 Election of the Engineering Faculty Council
- 6.1010 From its Regular Full Time Faculty, each department shall elect its Council member(s), and one alternate per member, rank ordered in the case of more than one alternate, to the Engineering Faculty Council by a majority of the votes cast by secret ballot of its Regular Full Time Faculty. The election shall be held early in the Spring semester for the term beginning the following Fall semester.
- 6.1020 Any department may recall its member(s) on the Council. The member(s) may be recalled by a two-thirds vote by secret mail ballot of the Regular Full Time Faculty of the department. The recall election shall be conducted by the Council upon receipt of a petition signed by 25% of the Regular Full Time Faculty of the department.
- 6.1030 The Regular Full time Faculty Council members shall serve staggered two-year terms. Alternate members shall serve one year terms.
- 6.1040 In the absence of a regular member, the highest rank-ordered alternate present and not already voting shall assume the seat of the absent member.

6.1050 In case of a vacancy of an alternate, an election shall be conducted by the department as soon as possible in the manner prescribed above.

6.1060 A voting member who is absent from the Council for three consecutive meetings, while on active pay status, shall be deemed to have resigned from the Council. The presence of an alternate member shall be counted as the presence of the regular member.

6.1070 One Eligible Lecturer elected at large by the Lecturer Faculty employed during the semester of the election. The election shall be held early in the Spring semester for the term beginning the following Fall semester. The lecturer member shall serve a one year term.

#### ARTICLE 7 Standing Committees

The College shall have the following standing committees with the powers specified in this Constitution and applicable University and System policies. Other standing committees required by University policies shall be formed in accordance with those policies. Standing Committees shall be elected in the Spring to begin operation the following Fall. Unless stated otherwise, there shall be no more than one committee member from each Department.

7.020 A voting member who is absent without excuse for three consecutive meetings of a standing committee, while on active pay status, shall be deemed to have resigned from the committee.

#### 7.100 College of Engineering Curriculum Committee

The Curriculum Committee shall coordinate and approve all curriculum matters in the College.

7.110 The College of Engineering Curriculum Committee shall be composed of one Regular Full Time Faculty Member elected by each department and an Associate Dean, designated by the Dean, who will be a voting member and the Chair of the Committee.

## 7.200 The Elections Committee

The committee shall supervise all collegewide elections as specified by the Engineering Faculty Council and/or the Dean. Results of all elections shall be reported in writing to the Engineering Faculty Council Chair and the Dean within three working days after the deadline for the close of balloting.

7.210 The Committee shall consist of three Regular Full Time Faculty members selected by the Engineering Faculty Council. Members shall serve one-year terms.

## 7.300 The Environmental Health and Safety Committee

All environmental health and safety issues raised by students, staff and faculty within the College should be initially addressed at the departmental level, where appropriate. Efforts should be made to resolve departmental health and safety issues at the department level. Issues not resolved at the department level should be communicated to the Office of the Dean and to the Chair of the College Environmental Health and Safety Committee. The College committee shall consider the issues and make recommendations to the Engineering Faculty Council and the Dean.

7.310 The committee shall consist of one Regular Full Time Faculty or staff member or Eligible Lecturer elected by each department, one student member selected by the Associated Engineering Student Body, and the College Safety Coordinator who shall act as Chair of the Committee. Elected members shall serve staggered two-year terms and shall also be members of their department safety committee, if one exists.

7.320 The Dean, with the concurrence of the Engineering Faculty Council, shall appoint the College Safety Coordinator

7.330 The College Safety Coordinator shall keep a log of all health and safety related incidents occurring within the jurisdiction of the College and reported in writing. The committee shall have access to the log.

7.340 The committee shall review and recommend to the Engineering Faculty Council and the Dean procedures, policies, and training for the health and safety of faculty, students, staff and visitors.

7.350 Safety manuals used in laboratory related activities must be submitted to this committee for approval.

7.360 The committee shall submit a report to the Engineering Faculty Council, the Dean, and the Departments at the end of each academic year. The report shall include a summary of all problems, recommendations and corrective actions taken at both the College and University levels.

7.400 The Grade Appeals Committee

The committee shall have responsibility for the Grade Appeal procedure in the College. The committee shall function as prescribed by University Policy.

7.410 The committee shall consist of four Regular Full Time Faculty members or Eligible Lecturers and one alternate elected by the Regular Full Time Faculty of the College and one student member and one alternate selected by the Associated Engineering Student Body. Members may be from the same department and shall serve one-year terms. If a member must recuse due to an appeal involving that member, the appropriate alternate shall serve.

7.420 Student members shall not be eligible to hold any office of this committee.

7.500 The Retention, Tenure and Promotion committee

7.510 The committee shall function in accordance with University policies on Retention, Tenure and Promotion and the College Retention, Tenure and Promotion Policy Document.

7.520 The committee shall consist of one full-time tenured Full Professor from each department, elected by secret ballot by the Regular Full Time Faculty of the College with the rank of Professor. Members shall serve one-year terms.

7.600 The Sabbatical Leave Committee

7.610 The committee shall function in accordance with University and College policies on Sabbatical Leave.

7.620 The committee shall consist of one full-time tenured member per department elected by secret ballot by the Regular Full Time Faculty. Members shall serve one-year terms.

7.700 The Scholarship Committee

7.710 The committee shall normally select recipients of College level scholarships and shall coordinate matters related to other student scholarships, awards and nominations for awards from outside agencies. The Chair of the committee shall report to the Engineering Faculty Council on the actions of the committee annually.

7.720 The committee shall consist of one Regular Full Time Faculty member or eligible Lecturer elected by each department in the College, the president of the Associated Engineering Student Body or designee, and a designee of the Dean of the College.

7.800 The Research and Scholarly Activities Committee

7.810 The Committee shall have responsibility related to SCAC awards and grants and the promotion of research and other scholarly and creative activities in the College.

7.820 The Committee shall consist of one Regular Full Time Faculty member elected by each department in the College and the College's representative to the University Scholarly and Creative Activities Committee as an ex officio non-voting member. Members shall serve two-year terms.

7.900 College Awards Committee

7.910 The Committee shall consist of one Regular Full Time Faculty member appointed by the Engineering Faculty Council from each department in the College. The College representative to the University Scholarly and Creative Activities Committee, and Representative to the Faculty Personnel Policies Council shall be ex-officio. Only members appointed by the Engineering Faculty Council may vote. Elected Members shall serve two-year terms.

7.920 In accordance with the University Policy, the Committee shall rank nominees for the University awards that require review at the College level and forward their rankings and recommendations to the Academic Senate.

7.930 The Committee must have at least one week between the application deadline and the due date of final decision on any College award.

7.940 Other College awards, under purview of the College Award Committee, shall be dealt with in accordance with the criteria and time lines associated with such an award. Dean's Office would ensure that the award-related materials are submitted to the College Award Committee at least seven days prior to the specified deadline.

7.1000 The Recruitment and Outreach Committee

7.1010 The purpose of this committee is to ensure recruitment of qualified students to our various degree programs at every level through intensive outreach programs in high schools and community colleges.

7.1020 The Committee shall consist of one Regular Full Time Faculty member or Eligible Lecturer elected by each department in the College, and the College Director of Admissions and Advising who shall serve as a voting member and Chair. Members shall serve two-year terms.

#### ARTICLE 8 Ad Hoc Committees

8.100 Ad hoc committees may be established by the Dean, by the Engineering Faculty Council, or by the Regular Full Time Faculty in a collegewide meeting. The charge to, composition of, and method of membership selection of ad hoc committees shall be specified at the time the committees are established.

8.200 A voting member who is absent without excuse for three consecutive meetings of an ad hoc committee, while on active pay status, shall be deemed to have resigned from the committee.

#### ARTICLE 9 Regular Full Time Faculty Meetings

9.100 Robert's Rules of Order Revised shall prevail at all meetings of the College or its committees.

9.200 In this section, a majority is defined as more than half of the indicated members. For general meetings such as those held by a department or by the College, a majority of Regular Full Time Faculty in active pay status minus those on difference-in-pay leave or on sabbatical leave but not attending shall constitute a quorum. For all other standing College and ad-hoc committees under jurisdiction of this document, a majority of the Regular Full Time Faculty in active pay status shall constitute a quorum.

9.300 The Chair of the Engineering Faculty Council shall schedule collegewide meetings at least once per academic year.

9.400 The Engineering Faculty Council may call meetings on its own or upon petition of 20% of the Regular Full Time Faculty members. If called upon by petition, the meeting shall be scheduled within 15 working days of receipt of the petition by the Chair of the Engineering Faculty Council.

9.500 College meetings shall be announced in writing and via email to the Faculty at least five working days prior to the meeting. The agenda for the meeting shall be included in the announcement.

9.600 Agenda approval or modification shall be the first item of business at all meetings.

9.700 College meetings shall be presided by the Chair of the Engineering Faculty Council or a designated Associate Dean..

## ARTICLE 10 College Policy

10.010 College Policy can be proposed by the Dean and Associate Deans, the Engineering Faculty Council, any faculty committee, or any faculty member.

10.020 All proposals shall be considered by the Engineering Faculty Council which, in turn, may refer any proposal to an appropriate committee or to the Regular Full Time Faculty. The recommendation of the Council and/or Regular Full Time Faculty shall be forwarded to the Dean for action.

10.030 The Dean may agree with the recommendation, put it in force, and communicate this decision to the Faculty of the College, or may disagree and return the proposal and the reason(s) for the disagreement, in ten working days, to the Engineering Faculty Council for further consideration.

## ARTICLE 11 College Elections and Policy Votes

Prior to a collegewide election, the Engineering Faculty Council shall present its nominees to a Collegewide Faculty meeting, at which time additional nominations may be made from the floor.

11.100 In elections requiring mail ballots, the Elections Committee shall prepare ballots with the names of the nominees and distribute them to all Regular Full Time Faculty and the Lecturer Faculty, as appropriate.

11.110 The ballots shall list the nominees in random order without departmental designation, unless required by the type of election.

11.120 At least five working days shall elapse between the time the ballot is issued and the deadline for its return.

11.130 The Elections Committee shall publish the results of elections within three working days after the deadline for the return of ballots. All ballots shall be retained by the Chair of the Engineering Faculty Council for one calendar month after the publication of election results.

11.200 In elections requiring a secret ballot at a College meeting, the Elections Committee shall conduct the balloting by distributing blank ballots to the eligible voters to write the name(s) of their choice(s) among the nominees.

11.300 In the initial election, a majority of the ballots cast for a given position shall be required for election. If a run-off is required, election shall be by a plurality vote. In a run-off election, the nominees receiving fewest votes shall be dropped from consideration until the number of nominees remaining is twice the number of vacancies minus one, but never fewer than two.

11.400 In the case of an election where members are to be elected for varying terms of office, the person(s) getting the higher number of votes shall be declared elected for the longer term(s). If there is a tie vote among the elected members, the decision for a longer term shall be made by drawing lots.

11.500 Vacancies for collegewide elected positions shall be filled, where appropriate, by the Engineering Faculty Council until an election for a replacement can be conducted. Due regard to the qualifications of the vacancy being filled shall be exercised.

11.600 In the case of a vote on a policy, a majority of the votes cast shall determine the outcome.

## ARTICLE 12 Amendments

12.100 The Engineering Faculty Council shall have the power to propose amendments to this Constitution.

12.200 Amendments may also be proposed by a petition of 10% of the Regular Full Time Faculty presented to the Chair of the Engineering Faculty Council.

12.300 All amendments shall be distributed in writing by the Engineering Faculty Council to the Regular Full Time Faculty at least five working days prior to the Regular Full Time Faculty meeting scheduled for the discussion of these amendments. Following such discussion, all amendments shall be voted upon by secret mail ballot.

12.400 An amendment to this Constitution shall become effective when it has received an affirmative vote of the majority of the Regular Full Time Faculty by secret mail ballot and is approved by the President of the University or designee. In case of disapproval, the reason(s) for disapproval shall be documented with reference to specific System and University Policy.

## ARTICLE 13 Interpretation

Questions regarding the interpretation of this Constitution and the Policies of the College shall be resolved by the Engineering Faculty Council in consultation with the Dean and approved by the President of the University or designee. In case of disapproval of an Engineering Faculty Council interpretation, the reason(s) for disapproval shall be documented.

#### ARTICLE 14 Adoption

This Constitution shall become effective when it has received an affirmative vote of the majority of the Regular Full Time Faculty of the College of Engineering by secret mail ballot and is approved by the president of the University or designee.

14.100 College Policy Documents in effect at the time this Constitution becomes effective shall remain in effect until the appropriate superseding Policy Document has been approved.

14.200 Any College of Engineering Constitution(s) in existence shall be declared null and void upon adoption of this Constitution.

#### ARTICLE 15 Reposition

When adopted, this Constitution and all other College Policy Documents shall be repositioned in the Engineering Faculty Council files and copies shall be available in the Dean and Department offices.